



## JOB OPPORTUNITY

If it's a challenging position you're looking for, we have the ideal job for you.

**CLASSIFICATION:**      *ASSOCIATE GOVERNMENTAL PROGRAM ANALYST*

**WORKING TITLE:**      *LEGISLATIVE ANALYST*

**TENURE/TIME BASE:**   *PERMANENT/FULL TIME*

**BUREAU/SECTION:**    *LEGISLATIVE AFFAIRS*

**SALARY:**                      *\$4400 - \$5348*  
    *(Salary will be adjusted accordingly to comply with the furlough program)*

**SUMMARY:** Under the general direction of the deputy director of legislative affairs, the incumbent performs analytical and administrative functions for GO-Biz. Duties include identifying, monitoring, and tracking legislation, preparing written analyses of legislation, assisting with the development of legislative proposals, responding to contacts from legislative staff and others, coordinating the implementation of enacted legislation, and acting as a technical resource for issues relating to economic development.

**DUTIES:**

- Prepares written analyses of legislation that impacts GO-Biz or pertains to economic development. Components of the analyses include information relating to the impact on GO-Biz processes and programs, federal and state laws, and policy issues. Includes preparing bill analyses, enrolled bill reports, legislative status reports, and drafting statutory amendments to resolve GO-Biz/author concerns.
- Acts as liaison with other units of the GO-Biz impacted by proposed legislation to ensure that all GO-Biz concerns are included in the analyses and participates in meetings or discussions with author and committee staff.
- Develops GO-Biz legislative proposals.
- Researches and gathers factual data for use in evaluating and analyzing legislation.
- Prepares other types of documents and memos, in response to requests from Legislators and staff members of legislative committees and others.
- Identifies, tracks, and monitors legislation that impacts GO-Biz or pertains to economic development.
- Leads and coordinates the implementation of enacted legislation and other duties as required.

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

- Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis;
- Government functions and organization;
- Methods and techniques of effective conference leadership.

### **Ability to:**

- Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems;
- Develop and evaluate alternatives;
- Analyze data and present ideas and information effectively both orally and in writing;
- Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas;
- Gain and maintain the confidence and cooperation of those contacted during the course of work;
- Coordinate the work of others, act as a team or conference leader;
- Appear before legislative and other committees.

## **DESIRABLE EXPERIENCE/QUALIFICATIONS:**

- Experience as a legislative analyst
- Excellent writing skills
- Attentive to detail
- Knowledge of federal and state economic development programs
- Ability to analyze data and draw sound conclusions
- Ability to analyze situations accurately and take effective action
- Ability to prepare clear, complete, and concise reports
- Ability to manage multiple tasks and assignments
- Excellent interpersonal skills
- Maintain good attendance, dependability and flexibility

## **SUPPLEMENTAL APPLICATION:**

In order to be considered for this position, interested candidates must submit a supplemental application. Your response must be no longer than two pages, using 12-point Arial font, 1-inch standard margins and include your first and last name in the upper right-hand corner. Respond to the following supplemental questions:

- Why do you believe you would be successful as a legislative analyst for GO-Biz?
- What knowledge, skills, and experience do you possess that directly relate to this position?

Applicants may be required to read and analyze a bill as part of the selection process.

Interested applicants must submit a package containing all of the following items:

- A completed standard state application (STD 678)
- Resume
- Supplemental Application

## **APPLICATION PROCESS:**

Individuals who are eligible for a list appointment, transfer or reinstatement to this class should send an application to the California State Library on behalf of GOBIZ, Human Resources Services, P.O. Box 942837, Sacramento, CA 94237-0001. Applications may also be delivered in person to the application drop box located at: Library & Courts Building II, 900 N Street, Sacramento. **All applicants must clearly indicate the basis for their eligibility in “Examination(s) or Job Title(s) for which you are applying” on the standard application form (STD 678). Applications will be accepted until filled. ALL APPOINTMENTS ARE**

**SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. Applications will be screened and only the most qualified candidates will be interviewed.**

**EQUAL OPPORTUNITY EMPLOYER**